




Reference Point for Word 2000: New Features

Displaying All Buttons on a Toolbar

1. Click the **More Buttons** icon. 
2. Select **Add/Remove Buttons**.
3. Select **Customize**.

-or-

Choose **T**ools, **C**ustomize.



4. Choose the **Options** tab if it's not already selected.
5. Deselect **Standard and Formatting toolbars share one row**.
6. Choose **Close**.

Switching between Short Menu and Entire Menu

1. Choose **T**ools, **C**ustomize.
2. Choose the **Options** tab, if it's not already selected.
3. Deselect **M**enus show recently used commands first to display all menu items every time.

-or-

Select **M**enus show recently used commands first to display abbreviated list.

4. Choose **Close**.

Switching between Open Documents

1. Open two or more Word 2000 files, including Help if desired.
2. Click the appropriate Taskbar button to switch to the desired file.

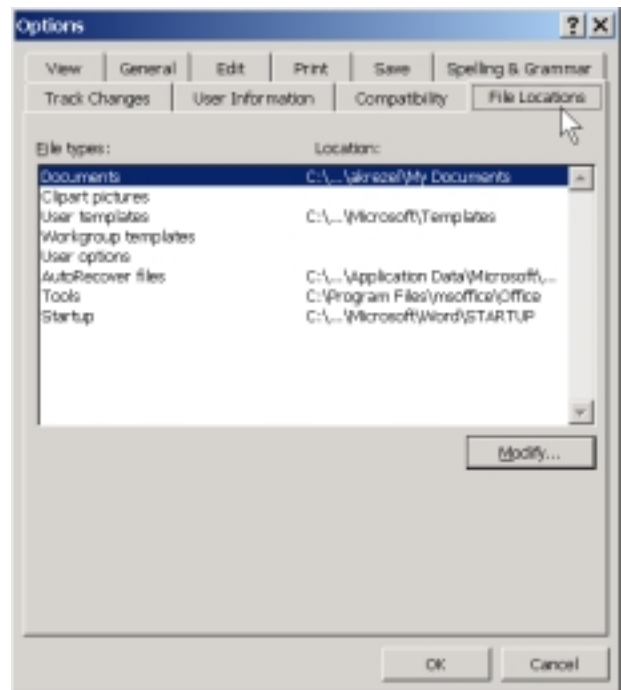
Adding Toolbar Buttons

1. Choose **T**ools, **C**ustomize.
2. Choose the **Commands** tab.
3. Select one of the categories from the left panel.
4. Click the button you would like to add in the **Commands** panel.
5. Click and drag the button out to an existing toolbar.
6. Release your mouse button.

7. Click the **Close** button on the **Customize** window.


Changing the Default Save Location

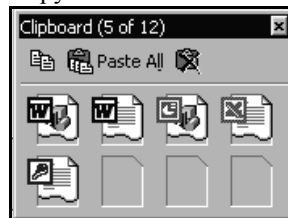
1. Click **T**ools, **O**ptions.
2. Select the **File Locations** tab.
3. Select **D**ocuments file type.
4. Click the **M**odify button.
5. Click the **L**ook in drop down arrow.
6. Select the location you would like to change to.
7. Click **O**K to close the **M**odify window.



8. Click **O**K to close the **Options** dialog box.

Using the Office Clipboard

1. Select the text or other item to be copied.
2. Choose the **C**opy button. 
3. Copy a second item to the Clipboard.



4. Click on the document where the copied text or other item is to be inserted.
5. On the Clipboard, click the icon of the selected item to be pasted.


-or-Choose **P**aste **A**ll.



Note: If the **Office Clipboard** does not appear, then:
a. Click the **V**iew menu.

- b. Select **Toolbars**.
- c. Select **Clipboard**.
- d. Follow steps 1 – 4 from above.

Placing Text in the Blank Area of a Document

1. Choose **View, Print Layout**.
2. Position the mouse pointer on the page where you would like to start entering text.
3. Wait for the cursor to change to an I-beam with the appropriate alignment. For instance,  this is the center-aligned pointer.
4. Double-click in desired location.
5. Enter text.

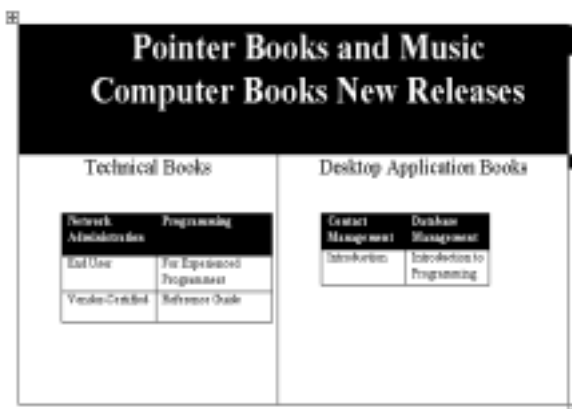
Note: **Print Layout** view has replaced **Page Layout** view from Word 97.

Creating a Nested Table

1. Choose **View, Print Layout**.
2. Create the first table if necessary.
3. Click inside the cell where the nested table will be created.
4. Choose **Table, Insert, Table**.
5. Enter the number of rows and columns.
6. Click **OK**.

Moving or Resizing a Table

1. Click inside the table to display the table move handle at the upper left corner and the table resize handle at the lower right corner.



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<table border="1"><tr><td>Network Administration</td><td>Programming</td></tr><tr><td>End User</td><td>For Experienced Programmers</td></tr><tr><td>Vendor-Centric</td><td>Reference Guide</td></tr></table>	Network Administration	Programming	End User	For Experienced Programmers	Vendor-Centric	Reference Guide	<table border="1"><tr><td>Contact Management</td><td>Database Management</td></tr><tr><td>Introduction</td><td>Introduction to Programming</td></tr></table>	Contact Management	Database Management	Introduction	Introduction to Programming
Network Administration	Programming										
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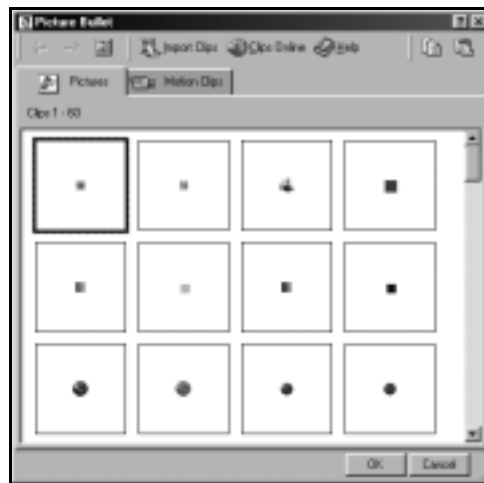
2. Drag the table move handle to reposition the table in the document.

-or-

Drag the table resize handle to proportionately change the size of the table.

Inserting a Picture Bullet

1. Select the text.
2. Choose **Format, Bullets and Numbering**.
3. Choose **Bulleted** tab.
4. Choose **Picture**.
5. Choose **Pictures** tab, if it is not already selected.



6. Click desired bullet picture style.
7. Click **OK**.

Note: To see more **Picture** bullets selections scroll down and click the **Keep Looking** icon.


E-Mailing a Document

1. Create or open a document.
2. Click the **File** menu.
3. Select **Send To**.
4. Choose **Mail Recipient (as Attachment)**.

-or-

Skip steps 2 - 4 and simply click the **Send to Mail**

Recipient (as Attachment) button. 

5. Once Eudora opens, enter your password.
6. Fill in the header fields.
7. Click the **Send** button. 

SUPPORT

Information Technology Exchanges will be held to show you how to perform the procedures outlined in this handout, or you may call the CTC at 358-1111 to arrange desk-side support. For more information, visit the **CTC's Special Events Web Page** at the following address:

<http://www.hq.nasa.gov/office/codec/codeci/ctc/events.htm>